



**DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
FREDERICK COUNTY, MARYLAND**

520 North Market Street • Frederick, Maryland 21701
301-600-1061 • FAX 301-600-3585 • TTY Use Maryland Relay
www.co.frederick.md.us

Housing Choice Voucher (Section 8) Portability

Portability: The ability of a family to move with its Section 8 tenant based assistance from the jurisdiction of one public housing authority (PHA) to that of another.

PORTABLE PROCESS

Step 1: Request portability from your home PHA.

The home PHA can fax or mail your portability papers to our agency.

Step 2: Contact Frederick County Dept. of Housing to verify that your portability papers have been received.

Step 3: Once we receive your portability papers, we will mail you a New Admission packet, consisting of an Affidavit of Rental Assistance Benefits, Background Investigation Consent Form, Privacy Act Notice and Authorization for Release of Information. We will contact you prior to this to confirm the correct mailing address.

Step 4: Return the completed packet to our office. We will review the paperwork and contact you for an appointment once preliminary checks have been completed. At this appointment, we will gather the following information: income & asset verification, social security cards, birth certificates and citizenship forms. You will be given a voucher, all the necessary paperwork and a landlord packet.

If you are 15 minutes late for your appointment, you will not be seen. You can ask to be re-scheduled.

Step 5: Locate a unit within the County but outside the City of Frederick and return the completed landlord packet to our office. The inspection can take up to 2 weeks. We do not provide "Rush Inspections" and we do not pay your security deposit.

You can log onto www.mdhousingsearch.org for a list of landlords as well as looking at the local newspapers. If you need help with the web site, you can call toll free 877-428-8844.

Current Payments Standards

<u>1 Bedroom</u>	<u>2 Bedroom</u>	<u>3 Bedroom</u>	<u>4 Bedroom</u>
\$1,142	\$1,301	\$1,663	\$2,179

THINGS TO REMEMBER:

- Payment standards must include your rent and utilities. You are NOT allowed to pay the difference to the landlord.
- We cannot advise if a particular unit is going to work financially until we receive a completed landlord packet (Request for Tenancy Approval).
- We will determine your bedroom size based on MD State Admin Plan and HUD Regulations (*ex: boy and girl under 5, same sex will share a room*)
- Check to see if Frederick County will absorb your voucher or bill your agency.
- You must find a unit that is within Frederick County but OUTSIDE the Frederick City limits.

For questions relating to portability, please contact:

Bill Kitchin
Rental Housing Specialist
301-600-3532 Phone
301-600-3585 Fax
wkitchin@fredco-md.net

Mary Beth Johnson
Rental Programs Coordinator
301-600-1062 Phone
301-600-3585 Fax
mbjohnson@fredco-md.net